

Draft of 05.01.13

Chadds Ford Township
Delaware County, PA

Board of Supervisors' Meeting
Wednesday, April 3, 2013
7:00PM

Officials Present:

Deb Love, Chair
George Thorpe, Vice Chairman
Keith Klaver, Supervisor
Judy Lizza, Manager
Hugh Donaghue, Solicitor
Joe Mastronardo, Engineer
Matt DiFilippo, Secretary

Call to Order

Chair Love called the meeting to order at 7:03PM. Vice Chairman Thorpe reviewed the emergency exits.

Appointments

Upon motion and second (Thorpe/ Klaver) the BOS unanimously approved the appointment of Mike Daily as Fire Marshal.

Upon motion and second (Klaver/ Thorpe) the BOS unanimously approved the appointment of Barbara Kearney as BCO, Zoning Officer, Grease Trap Inspector and HARB Member.

District Judge Capelli swore in Michael Daily and Barbara Kearney, and in turn, Barbara and Michael both spoke a bit about themselves. Chair Love Introduced officers in the crowd attending in support of Michael Daily's appointment: Ken Colson, Merritt Harmon, and Tim Greene.

Chair Love reported that Garry Paul resigned as vacancy officer.

Upon motion and second (Love/Thorpe) the BOS unanimously approved the appointment of Craig Huffman as Vacancy Officer.

Valerie Hoxter, Painters Crossing, commented that the Vacancy Officer position wasn't made available to the public to raise awareness or interest in the position.

Chair Love introduced Tom Hoelhe of the Kennett Senior Center who spoke about programs at the Kennett Senior Center such as exercise, computer and "inter-generational" activities.

Ken Schreffler, also from the Kennett Senior Center, discussed services provided by the Center pertaining to Health and Wellness, specifically Neighbors in Action; furthermore, he reported that they will travel to those in need outside of the Kennett area. Supervisor Klaver inquired as to the Kennett Senior Center support those or serve those outside of the community. Chair Love confirmed that promotional material is available for the audience.

Public Comment

Gail Force, Southpoint, asked about the process of searching for a Township Manager. Chair Love responded that the position will be advertised a few days out of the month in PSATS, the Philadelphia Inquirer and the Delaware Daily Times. Gail also asked about using a “headhunter.” Supervisor Klaver responded that identifying a placement firm had been difficult. Rhona Klein, Ridings, mentioned public consulting services and offered an individual’s name who previously performed such services. Marc Altman, Spring Lane, supported Gail’s comment, and pointed out that it’s unfair to Judy Lizza who he commended mentioning that he had worked with her in his capacity as a Board Member of the Chadds Ford Sewer Authority. Debbie Reardon, Tally Ho Drive, discussed local universities offering municipal management courses and majors.

Bruce Prabel, Heyburn Road, reported that he would be recording today’s meeting.

Frank Murphy, Marshall Road, asked if there was a description for the Chadds Ford Township Manager position.

State Police Report

A written report was submitted. No officer was present to give a verbal report.

Approval of Minutes

Upon motion and second (Klaver/ Thorpe) the BOS unanimously approved the minutes of March 6, 2013.

Supervisors’ Report

The Supervisors held executive sessions on the following dates: Thursday, March 28 and April 3, both regarding personnel matters. It was also reported that the Township hosted the CFBA networking breakfast in March. It was pointed out that a committee may be put together consisting of CFBA members and CFT residents to help in collecting prior year LST and BPT collections.

Manager’s Report

Mgr Lizza announced the Great American Clean Up on April 27; that resumes and cover letters are being received for the manager position; and, Constable Phil Wenrich’s recovery from his surgery. Mgr. Lizza reported on BPT and LST collections, the updated business data list and continued updates to the list, and C.O. submissions to the Board of Assessment and how there are no longer any outstanding assessments in the Township. Supervisor Klaver commended Mgr. Lizza on the job of straightening out the assessment issues in the Township. Manager Lizza also

reported the following: the County's commendation of the Township's new C.O. forms; BCO Barb Kearney's arrival, helpfulness and knowledge; possible changes to the Fee Schedule in the future; the recent Township audit and meeting with Supervisor Klaver to discuss; cases to come before CFT's ZHB; permitting software from BMSI; reclassifying the Township's financials to better reflect DCED's Chart of Accounts; adjustments to the Fee in Lieu accounts; and asked for action regarding the loan to the Sewer Authority from the Township.

Upon motion and second (Klaver/ Thorpe) the BOS unanimously approved the extension the loan to the Sewer Authority for another six months at an interest rate of .44%, a rate based on the average money market rates of the Township's investments.

Treasurer's Report

Secretary DiFilippo gave the Treasurer's report.

GENERAL FUND

General Fund Unrestricted Balance: \$688,447.06

RECEIPTS:

Miscellaneous Collections & TWP. Reimbursements	\$27,701.06
Real Estate Tax Collections (Feb. '13 & Dec. '12)	<u>\$67,256.70</u>
TOTAL RECEIPTS:	\$94,957.76

DISBURSEMENTS:

Bills, wages and ACH Payments	\$64,351.02
CFT Open Space Fund from Real Estate Tax Collections	\$22,840.09
CFT Capital Improvement Fund “ “	\$7,423.15
Liquid Fuels Reimbursement	<u>\$2,700.00</u>
TOTAL DISBURSEMENTS	\$97,314.26

Upon motion and second (Klaver/ Thorpe) the BOS unanimously approved General Fund Disbursements in the amount of \$63,593.22.

Upon motion and second (Klaver/ Thorpe) the BOS unanimously approved additional bills, specifically PECO and Home Depot.

Upon motion and second (Thorpe/ Klaver) the BOS unanimously approved the Fee in Lieu payment to Chadds Ford Tree Service in the amount of \$5,500 contingent upon Open Space's approval.

Upon motion and second (Thorpe/ Love) the BOS unanimously approved the release of an \$803.00 grading escrow for past work to the homeowner, 126 Ridge Road, in its entirety.

Upon motion and second (Thorpe/ Klaver) the BOS unanimously approved the release of \$11,158.53 developer's escrow for a completed project, Stonebrook II, to the developer, Newlin Homes, in its entirety.

BCO Report

Manager Lizza reported that the BCO submitted a written report.

Engineer's Report

Engineer Mastronardo reported he had nothing to add aside from his submitted written report.

Mgr Lizza announced that since December, Vice Chairman Thorpe had been the interim Roadmaster, which he had agreed to become during an executive session.

Upon motion and second (Love/ Klaver) the BOS unanimously approved the appointment of Vice Chairman Thorpe as Roadmaster for the remainder of the year 2013 with a monthly pay of \$50.00.

Old Business

There was no old business.

New Business

There was no new business.

Committee Reports

Committee reports were submitted. It was announced that the new Fire Marshal will join the Emergency Planning Committee.

Adjournment

Upon motion and second (Klaver/Thorpe) the BOS adjourned the meeting at 8:00PM.

Respectfully Submitted,

Matt DiFilippo, Secretary